
MHFI Director of Operations: Summary of Work Undertaken in May 2017

Tasks included ...

- Making all practical arrangements for the third (and final) meeting of the all-island Men's Health Week (MHW) Planning Group (19th May). Contributing to the discussions in this gathering and actioning all agreements made.
- Circulating and promoting the briefing papers for MHW 2017 i.e. 'The Toolbox for Action' and 'What can I do to Mark this Week?'
- Coordinating requests for MHW resources and arranging for their delivery.
- Sourcing and purchasing specialist materials necessary for the postage and delivery of oversized MHW materials (e.g. extra-large envelopes, parcel tape, boxes etc.).
- Designing and ordering MHW bookmarks.
- Creating Word and PDF versions of the online MHW Events Submission Form.
- Beginning to receive, collate and publish details of MHW events in Ireland.
- Drafting and printing a cover letter to accompany the MHW promotional materials which will be delivered by Sangers AAH to all pharmacies in Northern Ireland.
- Liaising with, and preparing briefing papers for, Minister Corcoran Kennedy's Private Office about her involvement in the photo-call to launch MHW. Also, making all practical arrangements for, and participating in, the photo-call at Government Buildings (24th May).
- Preparing a MHW 2017 overview paper for the HSE Health Promotion and Improvement Communications Team, and liaising with all of the Health and Social Care Trust Communications Teams in Northern Ireland.
- Participating in meetings of the SEHSCT Men's Health Network (4th May) and the Belfast Men's Health Week Action Group (5th May) to plan events for MHW 2017.
- Contacting all past recipients of MHW resources and promotional materials to determine their needs for 2017.
- Updating MHFI's media contacts database, and circulating a MHW 'Date for your Diary' email to all media outlets in Ireland.
- Liaising with Eamon Keogh (HSE Communications) and Sean Howlett (Department of Health Press Office) re. the launch of MHW 2017.
- Writing a feature article on MHW 2017 for the Irish Pharmacy Union's 'Review' magazine.
- Preparing a first draft of sample social media messages / Posts / Tweets for MHW.
- Meeting BCSDN to discuss their involvement in MHW (17th May).
- Contributing to a series of MHW 2017 social media videos being created by BHSCT.
- Setting-up a range of Google Alerts for MHW key words.
- Preparing and submitting an MHFI response to the *'Mapping Exercise of HSE and HSE-funded Mental Health Promotion Activity'*.
- Making all practical arrangements for and contributing to the Middle-Aged Men and Mental Health Advisory Group meeting held on the 8th of May.
- Contributing to a teleconference with the National Youth Council of Ireland on how Engage resources can be better tailored to meet their needs (3rd May).
- Participating in a Coordinating Group meeting (8th May), as well as a teleconference (30th May) to plan the next phase of Engage.
- Meeting with a consortium of groups in the SHSCT area to advise on the planning process for a large-scale young men and mental health event in Autumn 2017 (3rd May).
- Helping to create a consent form for contributors to the Cancer Caregivers initiative.
- Submitting regular content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new reports available online; uploading content to the Secure Committee Login Area of the MHFI website.
- Undertaking ongoing miscellaneous tasks, including: responding to requests from external groups / individuals; maintenance of the MHFI Yahoo Email Group; actioning issues raised by the MHFI Board of Trustees; expanding and updating MHFI's electronic mailing lists ...